

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Middleton, Wisconsin, June 6-8, 2007

Wednesday, 6 June: 8:30am-12:30pm; Thursday, 7 June: 8:30am-5:45pm; Friday, 8 June: 8:45am-11:45am.

Present: Bonna Boettcher, George Boziwick, David Gilbert, Rebecca Littman, Karen Little (recording), Jean Morrow, Eunice Schroeder, Brad Short, Holling Smith-Borne, Philip Vandermeer (presiding)

Guest: Paula Mathews (Development Officer)

The meeting was called to order by President Vandermeer.

I. Approval of Agenda.

It was moved by Rebecca Littman, seconded by David Gilbert, and carried unanimously that the agenda be approved as submitted.

II. Recording Secretary's Report. Karen Little

It was moved by Jean Morrow, seconded by George Boziwick, and carried unanimously that the minutes be approved as corrected.

III. Parliamentarian's Report. Rebecca Littman

Rebecca Littman reported on her progress in reconciling the information in the Membership Handbook, Administrative Handbook, and Administrative Structure documents. The Administrative Structure is the official document that serves as a working manual for the board. It is updated four times a year. The version on the website should be used as the official version. The Administrative Handbook is an internal document which is updated using the most current Administrative Structure. The Membership Handbook is derived from the Administrative Structure annually so is typically up to one year out dated. Littman will resolve the remaining conflicts between the documents.

The Board thanked Rebecca Littman for her report and ongoing service as Parliamentarian.

IV. Treasurer/Executive Secretary's Report. Brad Short

Budget

Income:

Dues are at \$133,050.00, or 99.43% of budget.

Notes subscription income was slightly over budget at 100.61%. We are expecting additional Notes advertising revenue to come in for the June ads.

Mailing List is at 63.46% which is much lower than past years.

Notes advertising is at 134.76% of budget - Kudos to Wendy Sistrunk!

MCB subscriptions is at 99.67% of budget.

Non-Notes royalty income is at 102.65% of budget AND we have yet to receive the Scarecrow royalty check.

Advertising income for the Membership Handbook came in at 174.41% of budget close to where it was two years ago.

Convention income is a complicated issue this year. The income was \$23,437.50 over budget but, on paper, we ended up posting a \$7,308.61 loss for the convention but this was mainly due to a couple of receptions that aren't usually charged to convention budget being charged this year. For a full explanation see the Convention Manager's Report.

The Silent Auction and MLA Shop brought in \$577.30 less than budgeted.

Miscellaneous income:

This includes the fee for administering the Mellon grant and unexpected income.

Overall income: the budget shows us at 111.1% or 472,093.15.

Expenses:

Convention: As mentioned earlier, the convention was especially complicated this year. The expenses were \$25,318.17 over budget mainly due to the "first timers", donors' reception, and additional SAM processing/registration costs.

Miscellaneous: with a month left, we are in good shape with the miscellaneous expenses. Credit card fees will be high for May and June because of renewals.

Award expenses are exactly as budgeted.

Management services: most of the expenses are on track. The copying line was used for some convention related copying that was not charged to the convention budget.

The Legal Fees & Audit line will be over budget this year. First was my SNAFU with the 1099s and I am anticipating some extra charges for resolving the Scarecrow/A-R issue.

The lines for travel and other expenses for officers and board members (6.03 – 6.08) will be close in some cases but there aren't any surprises with the exception of the Presidential Discretionary fund (6.058) because of the Development Officer's travel and expenses being charged to that line as well as the Big Band expenses at the convention.

Committee projects are under budget.

MLA subsidies have been paid.

Publications are on track.

Expenses still to come: two Notes bills, two monthly membership services bills, June board meeting expenses, publicity officer's trip to ALA, authors' and editors' royalties. One question that will need to be addressed is when to pay the Scarecrow royalties – especially if the check from Scarecrow doesn't show up.

Contributions:

We received \$10,476.50 in contributions, including enough to fully fund the Freeman fund.

Investment accounts

All vehicles in the MLA portfolio made money during the third quarter. The total value of the MLA invested accounts is \$846,262.81 which is up \$81,226.38 for the fiscal year.

Performance during the third quarter:

Calvert Unrestricted: \$100,242.80	\$7,913.49 gain for the fiscal year
Calvert TR: \$13,072.60	up \$718.23 for the fiscal year
Calvert PR: \$75,729.83	up \$5,978.35 for the fiscal year
Fidelity Unrestricted: \$526,600.65	up \$47,239.73 for the fiscal year
Fidelity TR: \$25,212.22	up \$9,879.46 for the fiscal year
Fidelity PR: \$105,404.71	up \$9,497.12 for the fiscal year

Membership

No significant changes since the February report.

Sales and inventory

556 units of various MLA publications were sold through April 2007 with a total sales of \$35,599.96. This is mainly due to the two titles Karen Little's *Grawemeyer Award for Music* and Russ Girsberger's *A Manual for the Performance Library*.

Chapter tax exemption process for Rhode Island has begun. Membership renewal mailing was sent, with the option of renewing online.

Other

Contributions are being acknowledged on a bi-monthly basis.

A-R is temporarily mounting the files for the QuickBooks database and the membership database (both password protected) so that the President and I can get the files downloaded quickly and with no shipping expense. This was particularly helpful when the Convention Manager and I were working on reconciling the convention hotel bill and wanted to see the updated database.

V. Past President's Report. Bonna Boettcher

Bonna Boettcher reported her attendance at the excellent Mountain/Plains Chapter meeting in Las Vegas.

Chapter Grants:

On behalf of the chapters, Boettcher submitted four grant proposals. The Atlantic and Pacific Northwest chapters each requested \$1000 for travel, the Southern California Chapter requested \$560 to support their chapter exhibiting at the California Library Association meeting, and the Southeast Chapter requested funds for select chapter members to attend the pre-conference of the Annual Meeting in Newport. The Board discussed slightly altering the amount granted the Southeast Chapter to reflect the expected registration fee and a per diem matching that of MLA.

It was moved by Jean Morrow, seconded by Rebecca Littman, and unanimously approved by the Board to fund the four chapter grants as amended.

Boettcher also shared her draft calendar listing board responsibilities and at which board meeting each responsibility was covered. With one change (setting exhibit rates at the Spring Board meeting rather than the Fall one), the calendar was accepted. Parliamentarian Rebecca Littman will add the calendar as an appendix to the Administrative Structure.

VI. President's Report. Phil Vandermeer

As usual, from my reading of past President's reports, the President's office had a flurry of activity following the annual meeting in Pittsburgh. Much of the activity was made easier by the smooth transition provided by Bonna Boettcher. She made many appointments before I took office, created a splendid calendar of duties, continued to work on a myriad of complicated conference details, and has been available on a weekly (daily) basis for panicky phone calls from the current incumbent. Thank you Bonna! Thanks also to Karen Little for the quick turn around of the minutes and the actions list, allowing me to organize my time from the get go.

Since the Pittsburgh meeting I have written 44 letters appointing individuals to committees, subcommittees and search committees, and confirming special officers and editors. Among these include: Placement Officer Susannah Cleveland; Copyright Website Editor Eric Harbeson; Technical Reports Series Editor D.J. Hoek; Publicity Officer Search Committee (Ruthann McTyre, chair, and members Leslie Bennett, Tom Caw, Alan Karass, and Lee Richardson); Convention Manager Search Committee (Cathy Dixon and Anna Neal, co-chairs, with members Dana Jaunzemis, Jim Zychowicz, and Steve Henry). George Boziwick has agreed to continue as the MLA representative to the MPA/MOLA Joint Committee. Elizabeth Crownfield has joined Paula Matthews on the Development Committee, Chris Durman has joined the 2009 Program Committee; and Joe Hafner will join Holling Smith-Borne as co-chair of the Education Committee. Neil Hughes has been appointed to the Investments Subcommittee and Blair Whittington has agreed to chair the Public Libraries Committee. Additionally, I have appointed Mary Huismann and Deb Kuczak co-chairs of the Technical Services Roundtable, and Thomas Pease to coordinate the Video Roundtable.

I sent out two rounds of letters acknowledging contributions of \$100.00 or more to the association. I also received thanks from Amy Pennington, one of our Freeman award winners. I signed and sent the new contract extension to Project MUSE and appreciate the close vetting of the document by Tracey Rudnik. I also worked with Brad Short on revising the renewal letters, which should be going out soon.

In terms of communicating large issues, I have already written two newsletter articles focusing on two particular topics, mentorship, and visibility. The first appeared in the March-April 2007 issue and the second in the May-June 2007 issue. I plan to continue to focus on particular topics in upcoming issues and look forward to Board input on the direction of our association. I have also been in communication with Kathryn Goldman regarding some upcoming contract negotiations as well as the James Adrian Music Company regarding the involvement of MLA in an extension of the Mellon Grant.

It is a great honor for me to serve MLA in this capacity and I appreciate the good counsel I have received from the Board and other MLA members. I look for good things to come in the next few years!

VII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow.

The Board provided some feedback on the timing of a contract and Jean Morrow was heartedly thanked for her report.

B. Basic Music Library

The Board reviewed the report submitted by Daniel Boomhower.

The Board was pleased with the progress of the project and support a move by the editor and the assistant editors to a focus on content, rather than contract issues at this point. MLA's legal counsel will now review the contract. Honoraria for the editor and assistant editor were discussed. \$500 for the editor and \$350 for the assistant editors were suggested as possible amounts to be given after the first royalty check arrives from ALA but this was not finalized.

Daniel Boomhower was thanked for his report.

C. Copyright Web Site.

The Board reviewed the report submitted by Eric Harbeson.

Eric Harbeson was thanked for his report, expressing pleasure at the progress being made in moving the web pages.

D. Index and Bibliography Series.

The Board reviewed the report submitted by Mark Palkovic.

The Board notes the recommendation that the earlier Arthur Wenk titles be taken permanently out-of-print. Once Treasurer/Executive Secretary Brad Short receives an official request from the chair of the Publications Committee to do so, he will communicate this request to Scarecrow Press.

Mark Palkovic was thanked for his report.

E. Music Cataloging Bulletin.

The Board reviewed the report submitted by Mickey Koth and thanked her for it.

F. Newsletter.

The Board reviewed the report submitted by Stephen Mantz.

The Board agreed that it is again time for an evaluation of the newsletter, noting that some items it contains have no other venues currently but others may. Mantz has been invited to attend the Board meeting in the Fall to discuss these issues and he will do so. Feedback from the membership via MLA-L and/or Survey Monkey will be solicited before then. All were reminded of the need to make all our publications, even online ones, be standardized with regard to their appearance.

Stephen Mantz was thanked for his report.

G. Notes.

The Board reviewed the report submitted by Jim Cassaro.

The Board was pleased with the advertising in the AMS and SEM publications and wondered if there were other like publications where this could be done. The Board also wondered if reciprocal arrangements for advertising had been discussed with either AMS or SEM. It was noted that funds for this might appropriately come out of the pool of funds devoted to development. The now substantial amount of money in the Ochs fund was noted by the Board.

Contract work with various vendors was noted and greatly appreciated. It was stated that the official contract is held by Jim Zychowicz at MLA's business office. The President will keep a copy and forward the copy to the Archives as appropriate. Tracey Rudnick, as Assistant Editor for Electronic Vendors, may well also have a copy to facilitate her work. It was noted that the Gale contract may need to be renegotiated and that the contract may need to be reviewed by our legal counsel.

Jim Cassaro was thanked for his report.

H. Technical Reports.

The Board reviewed the report submitted by D.J. Hoek. The Board also heard from Stephen Wright, immediate past Technical Reports Editor, about the two publications in progress. The Board was encouraged that those two projects are nearing completion.

D.J. Hoek was thanked for his report.

I. Web Editor.

The Board reviewed the report submitted by Amy Dankowski.

The Board encouraged Dankowski to move to site5.com, away from Network Solutions. The Board reviewed the names proposed for a website Advisory Committee and suggested that the President-Elect and/or Past President serve, as well as the Development Director, in ex-officio capacities to keep the flow of communication strong as well as to have someone in touch with the Advisory Committee who can help provide feedback on the visual aspects of other publications in development by MLA so that a consistent look is maintained.

Dankowski's request for increased Board oversight of her priorities was acknowledged. Discussion led to two distinct types of content that need to be managed. First is the ongoing content maintenance such as the updating that is triggered by the quarterly release of an updated administrative structure, updated Board minutes, job announcements, and new publications. Other, one time, projects represent the second distinct type of content. That type of content include projects such as migrating the Program Committee submission forms and developing wikis as requested by several committees and subcommittee.

Amy Dankowski was thanked for her report.

VIII. Special Officers' Reports.

A. Advertising.

The Board reviewed the report submitted by Wendy Sistrunk.

Wendy Sistrunk was thanked for her report and enthusiasm she brings to the position.

B. Convention Manager.

The Board reviewed the report submitted by Gordon Rowley and Paula Hickner.

The Board agreed that future joint meetings need negotiation well before the convention budget is set regarding which organization pays for which items. The balance of its net shared conference gain was paid to the Society for American Music during the Board meeting.

It was noted that the cost of the New Members Reception should be contained in the convention budget. The Board reviewed the invitation to meet in Philadelphia submitted by Richard Griscom.

It was moved by Karen Little, seconded by George Boziwick, and unanimously voted to accept the invitation to hold the 2011 annual meeting of the Association in Philadelphia, Pennsylvania pending successful hotel negotiations.

Gordon Rowley and Paula Hickner were thanked for their report and all of their efforts on behalf of the Association.

C. Placement Officer.

The Board reviewed the report submitted by Jennifer Ottervik.

The Board noted Ottervik's interest in having job advertisements mounted on the MLA website quickly. The Board has been asked by Web Editor Dankowski to provide timetable guidelines for all requests that come to her and is in the process of doing so.

Jennifer Ottervik was thanked for her report and her fine work during her term as Placement Officer.

D. Publicity Officer.

The Board reviewed the report submitted by Ken Calkins.

Calkins' report reminded the Board of another opportunity to make sure that all MLA publications, those for exhibits as well, have a similar look and feel – a “branding” of sorts.

Ken Calkins was thanked for his report and all his contributions to the position.

E. Management Services.

The Board reviewed the report submitted by Jim Zychowicz.

It was noted that a three year contract beginning January 1, 2007, between A-R Editions and MLA was negotiated in the Fall.

Jim Zychowicz was thanked for his report and continuing efforts on behalf of MLA.

IX. Reports of Standing Committees.

A. Development/Marketing – Ruthann McTyre

The Board reviewed the report submitted by Ruthann McTyre.

The Board noted that the charge of the committee to be revised and looks forward to the Task Force's work and subsequent report. As noted under the Treasurer/Executive Secretary's report (IV), the Freeman Fund is now fully funded. [See more Development related information under XV. B.]

Ruthann McTyre was thanked for her report and all her efforts for the Association.

B. Education.

The Board noted the recommendation of adjustments to the Outreach Subcommittee's charge and deferred to the work of the Task Force reviewing all charges and their upcoming report.

The Board welcomed the work on a new library school directory and noted that before it is mounted on the web that it be briefly reviewed by the Chair of the Publications Committee, the Development Officer, and the President so that they can help assure it have a look similar to other publications of the Association. This brief review should also be done for the brochure being developed for the pre-conference workshop.

It was moved by Rebecca Littman, seconded by Bonna Boettcher, and unanimously approved that the Education Committee move forward with work on a brochure in support of its pre-conference workshop.

Holling Smith-Borne was heartily thanked for his report.

C. Finance/Investments.

David Gilbert reported on the meeting of the Finance Committee.

Members of the Investments Committee will be contacting six comparable non-profit organizations to learn how they handle funds that they invest.

After review and discussion, the Board acted on the following:

The Board passed unanimously the recommendation of the Finance Committee that the 2007-08 budget be approved.

The Board passed unanimously the recommendation of the Finance Committee that the Board approve payment of \$4,996.44 to the Society for American Music for its balance of net shared gain from the 2007 joint conference in Pittsburgh, Pennsylvania as reflected in the Convention Manager's report.

The Board passed unanimously the recommendation that out of \$28,564 available from the MLA Fund for FY 2007-08, \$21,000 be used as follows: \$3600 for chapter grants, \$9678 for committee travel, \$3000 for outreach brochures, and \$5000 for development initiatives.

The Board passed unanimously the Finance Committee recommendation that honoraria be set at the following levels for 2007-08.

Treasurer / Executive Secretary	\$7,000
Convention Mgr / Assistant	\$8,500
Publicity Officer	\$2,500
Placement Officer	\$1,200
Notes Editorial Staff	\$14,000
Web Site Editor	\$2,500
Assistant Web Site Editor	\$600
Copyright Web site	\$600
MCB Editor	\$1,400
Newsletter Editor	\$1,400
Development Officer	\$2,200

The Board passed unanimously the Finance Committee recommendation that exhibit rates suggested by the Convention Manager for the 2008 conference in Newport be:

1. Exhibit table package \$550 (same as 2006 rate)
2. Additional exhibitor registration \$120 (\$5 decrease from 2006 rate)
3. Advertising: Cover \$375 (same as 2006 rate)
4. Advertising: Full-page ad \$275 (same as 2006 rate)
5. Advertising: Half-page ad \$175 (same as 2006 rate)
6. Packet Insert Service \$300 (same as 2006 rate)

Corporate patrons receive a 20% discount and Corporate members receive a 10% discount on exhibit table rates. Registered receive a \$200 discount on packet insert.

David Gilbert was thanked for his report.

D. Membership.

The Board reviewed the report submitted by Michael Rogan.

The Board was pleased with the creative thinking demonstrated in the committee's suggestion of a YouTube-like production and was interested in such things as the intended audience, the proposed content, and had several production related questions.

There was a brief discussion of the new members' reception held at the Pittsburgh meeting and general agreement that it worked well. Holling Smith-Borne noted that there may be some way to coordinate that reception with the close of the Wednesday workshop and he will communicate with Renee McBride about that.

The Committee's recommendation that a new membership brochure be produced was discussed. It was agreed that Paula Matthews, as Development Director, Linda Blotner, as Publications Chair, and Phil Vandermeer, as MLA President, review this, as well as other publications coming from the organization in order to help with consistency of quality and look.

It was moved by Jean Morrow, seconded by Rebecca Littman, and unanimously approved by the Board to support the Membership's Committee efforts to develop a new brochure.

Michael Rogan was thanked for his report.

E. Nominating.

No report.

F. Program Related

1. 2008 Newport program.

D.J. Hoek was thanked for his report.

2. 2008 Newport LAC.

The Board reviewed the report submitted by Ned Quist.

The Board discussed single day registration fees and noted the logic of keeping single day fees cumulatively higher than the entire meeting registration fee.

The need for communicating to the membership (via MLA-L) the ballpark figure for registration and the hotel rate during the summer so that members can plan ahead for the annual meeting was noted.

Ned Quist was thanked for his report.

G. Publications.

Linda Blotner reported on the activities of the Publications Committee.

The Task Force to Review the MLA Committee Structure will consider the change in the charge suggested by the Publications Committee and will respond to it as part of their report at the Fall Board meeting. Any changes made to committee charges come to the Board for their approval.

The Board discussed, at length, the publishing of the three MLA series.

Linda Blotner was thanked for her report.

X. Reports of Special Committees

A. Administration.

The Board reviewed the report submitted by Paula Elliot.

The Board noted the great progress being made on many fronts. It also recognizes the critical need for an evaluation and realignment of the charges of this Committee and its Subcommittees and hopes to move forward with this after the report of the Task Force this Fall.

Paula Elliot was thanked for her report.

B. Awards

Kevin Freeman Travel Grant Committee

The Board reviewed the report submitted by Judy Tsou.

The Board will review the language in the deed of gift with all interested parties, reminding ourselves that this should be done regularly, to make sure that the funding the gift provides is made as productive as possible within the framework of the gift provisions.

C. Bibliographic Control.

The Board reviewed the report submitted by Nancy Lorimer.

The Board noted the suggested changes in the charge and, as these changes are editorial in nature, agreed that the Treasurer/Executive Secretary could make them to the Administrative Structure without further delay.

The Board encouraged the BCC to form whatever task forces/committees/groups necessary to move forward the work of the committee. If the task force/committee/group wants/needs to be recognized within the official administrative structure of MLA (such as when persons outside MLA serve on the group in official capacities), the task force/committee/group wants/needs money or meeting space, and/or there is a need/desire for individual members to receive official appointment letters from the President of MLA, then the task force/committee/group needs to formally request that the Board appoint such an entity. The Board asks only that the work of the entity be shared with the Board.

The Board heartedly agreed on the potential value of a manual on RDA and suggested it may be appropriate as a part of the Basic Manual Series or the Technical Reports Series.

Nancy Lorimer was thanked for her report from the most organized committee in MLA.

D. Legislation.

The Board reviewed the report submitted by Gordon Theil.

Gordon Theil was thanked for his report.

E. Preservation.

The Board reviewed the report submitted by Lisa Lazar.

The Board looks forward to receiving a formal proposal from the Committee for the development of a preservation website and is excited about the possibilities of coordinating and/or linking to a variety of organizations' websites that have valuable resources mounted or linked already. How ongoing maintenance will be handled was one question the Board asked. The Board also noted that it isn't always clear when committees can move forward without formal proposals and when the Board wants to see something formal. The Board will work to address this ambiguity.

The Board looks forward, also, to receiving a report from the Archives Working Group in the Fall.

Lisa Lazar was thanked for her report and once again congratulated on the tour offered during the annual meeting in Pittsburgh.

F. Public Libraries.

The Board reviewed the report submitted by Blair Whittington.

Whittington's report spurred the Board to ask the MLA business office for a list of public librarians who are MLA members. This information was quickly generated and may be helpful for recruitment and retention efforts as well as for other targeted publicity efforts.

The Board is excited about level of engagement this Committee has in its current educational outreach efforts.

Blair Whittington was thanked for his report.

G. Reference and Public Services.

The Board reviewed the report submitted by Paul Cary.

The Board noted the process by which new members are selected for the committee and wondered if a review of best practices in this area might be of value. It was noted that some potential volunteers (perhaps in particular new members) might be intimidated by this type of selection process.

Paul Cary was thanked for his report.

H. Resource Sharing and Collection Development.

The Board reviewed the report submitted by Joe Clark.

The Board discussed the Committee's interest in providing a list of collection development resources on the website and wondered about overlap with other sources, ongoing maintenance, and noted the need to make sure it was mounted in a place on the site where individuals who are not MLA members could find it. A formal proposal will be requested from the Chair.

It was wondered whether or not the Committee's Task Force on digitizing and preserving scores and sound recordings might overlap the work of the Preservation Committee.

Joe Clark was thanked for his report.

XI. Joint Committees

A. AMS, Joint Committee on RISM.

No report submitted.

B. Archives, Joint Committee with UMD.

The Board reviewed the report submitted by Geraldine Ostrove.

The Board agreed with the recommendation that the joint committee structure may no longer be advantageous to either MLA or the University of Maryland. The Board will work with Ostrove and with the University of Maryland to draft a different administrative structure to manage the archives. The Board also recognized a need to consider devoting resources to making sure the archives is doing what we want it to do for us. These resources might come in the form of a grant that would enable either MLA or the University of Maryland to hire a professional curator to develop collection and retention procedures and to develop a finding aid and a mechanism for keeping that aid current, for example.

Geraldine Ostrove was thanked for her report.

C. MPA/MOLA Joint Committee.

The Board reviewed the report submitted by George Boziwick.

The Board was particularly interested by the possibility that publishers of rental scores and parts are willing to sell rental scores to libraries on request. Boziwick will get more details on this exciting development and/or realization.

George Boziwick was thanked for his report.

D. US-RILM Office.

The Board reviewed the report submitted by Sarah Adams.

Boettcher mentioned including an assignment of writing abstracts for a journal article and a book for RILM as part of her music bibliography course. Other Board members thought this was a great idea and will consider it for their own courses and/or institutions.

Sarah Adams was thanked for her report.

XII. Representatives to Other Organizations

A. ALA.

The Board reviewed the report submitted by Alan Karass.

The Board noted that MLA needs to provide the representative in this position (and possibly others who represent the organization at ALA) with packets of information about MLA as part of our efforts to increase visibility and to outreach to others in general.

Alan Karass was thanked for his report.

B. NISO.

The Board reviewed the report submitted by Mark McKnight.

Mark McKnight was thanked for his report.

XIII. External Liaisons

A. MOUG.

The Board reviewed the report submitted by Kerri Scannell.

The Board noted with pleasure the way MOUG is involving themselves with the educational outreach efforts of MLA.

Kerri Scannell was thanked for her informative report.

XIV. Old Business

A. Mellon Grant with James Adrian Music Co.

The Board reviewed the report of the James Adrian Music Company and noted their request that MLA apply for a three year extension with the Mellon Foundation. Questions about the project included the fee to be paid to the Principal Investigator during any extension, quantitative progress to date, what benchmarks toward completion would be used during the time of an extension, who is marketing the product to vendors (such as NISC and Alexander Street Press) during the grant period, and who is representing MLA at Mellon Foundation meetings during the grant period. As this is a grant to MLA and has implications for future development efforts, it was felt important that the Development Director be made aware of developments and progress toward completion.

The Board will gather more information from the Principal Investigator, James Adrian Music Company Directors, and Mellon Foundation staff in order to make an informed decision about the extension application.

B. Progress on Committee Structure Evaluation

The Task Force has been working intensely and will soon contact committee chairs to get their feedback on their charges. The Task Force is tentatively able to conclude that a drift from charges by some of the committees coincides with the appearance of the internet, a time when the nature of much of our work changed. The review of the committee structure continues to be seen as important by those involved in the evaluation and it was expressed that a detailed strategic plan with a solid mission statement as its foundation may help everyone better work within the framework of their charges, whatever those charges might be.

C. ALA's "Guidelines for the Interlibrary Loan of Audiovisual Formats"

Postponed from the last Board meeting was the Resource Sharing and Collection Development Committee's recommendation to the Board that it endorse ALA's "Guidelines for the Interlibrary Loan of Audiovisual Formats" found at < <http://www.ala.org/ala/vrt/pubguidelines/guidelinesinterlibrary.htm> >.

It was moved by Bonna Boettcher, seconded by Karen Little, and approved unanimously that the RSCD's recommendation that ALA's "Guidelines for the Interlibrary Loan of Audiovisual Format" be endorsed by MLA.

XV. New Business

A. Sheet Music Consortium Program

The Board expressed pleasure at working with the Sheet Music Consortium to find them adequate meeting space either immediately before or, preferably, immediately after the MLA meeting in Newport.

B. Outreach, Visibility, Relevance

The Board first conveyed its thanks to those who responded with comments about the Association's effectiveness with regard to these three areas. The Board then discussed a number of issues. In doing so, it was decided that the Board should devote a day of its meeting in the Fall to strategic planning with the hope that these areas might provide a foundation for that discussion. Issues that might be discussed include the Board and its work and how to make it more effective, the visibility of the work the Association does, and how to engage members in the Association's work more efficiently and effectively. Minority representation within the Association and the profession was discussed as a possible topic as well. Various development related issues were touched upon such as the need to track in-kind donations and to formally thank those donors was noted. And the need to provide direction to the Development Director will be a key element of the Board's strategic planning discussions. The Board will ask for feedback from Association members on these issues prior to the Fall meeting.

XVI. Adjournment

It was moved by Jean Morrow, seconded by George Boziwick, and carried unanimously to adjourn the meeting at 11:45am.

Respectfully submitted by Karen Little, Recording Secretary.